

# **MI-Access Fall 2013 District Return Materials**

**IMPORTANT! Please save the contents of this box!**

This box contains materials needed for the return of:

- 1) School Return Envelopes containing used answer documents.
- 2) Used and unused test booklets.
- 3) All other used and unused test materials (including picture cards, CDs, and enlarged print and Braille materials).

Attention Testing Coordinators:

The enclosed return materials will facilitate the return of your MI-Access testing materials to Measurement Incorporated once testing has been completed. Your MI-Access testing materials (e.g., test booklets, answer documents) will arrive in a *separate* shipment from Data Recognition Corporation. You may not receive both of these shipments on the same day. If you order more return materials during the additional materials order window, they will be packed and shipped by Measurement Incorporated as well.

Enclosed in this box:

- **Instructions for Materials Return**
- **FedEx Airbills**
- **Yellow Measurement Incorporated Materials Return Labels**
- **Two Green Divider Sheets**
- **Two Gold Divider Sheets**
- **Two District Return Sheets**
- **Supplemental School Return Kits (to distribute to each School Coordinator)**

If you do not have enough of any of these items, a district-level user may order more on the BAA Secure Site.



C O V S H - M I A